

CONGRESSIONAL AFFAIRS  
86-0600

26 February 1986

## Record

MEMORANDUM FOR: All OCA Employees

FROM: Administrative Officer, OCA

**SUBJECT: Access to Registry**

1. As you are all well aware, the Office of Congressional Affairs handles some extremely sensitive material. Not everyone has a need to know everything we handle. The documents go through the Registry and are filed there. They are exposed when they are sitting on the desk to be logged, or when they are in the box to be delivered. It is not possible to cover everything up everytime someone comes into the Registry. Security Regulations require limited access to the Registry - only those with an absolute need should be allowed in, everyone else is to stop at the counter and conduct their business from that point.

2. Effective 27 February 1986 only the following OCA employees are allowed access to the Registry area of 7B24:

## STAT

3. In the event anyone else must use the Xerox machine in the Registry area of 7B24 or any other reason, they must request permission from either

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CONCUR: *[Signature]*

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